GENERAL SERVICES ADMINISTRATION

ROUTING SLIP

TO	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10

NAME/TITLE	CORRESPONDENCE SYMBOL
1. Marion Johnson	
2.	
3.	
4.	
5.	

- ☐ ALLOTMENT SYMBOL
- ☐ APPROVAL
- ☐ AS REQUESTED
- ☐ CONCURRENCE
- ☐ CORRECTION
- ☐ FILING
- ☐ FULL REPORT
- ☐ HANDLE DIRECT
- ☐ IMMEDIATE ACTION
- ☐ INITIALS
- ☐ NECESSARY ACTION
- ☐ NOTE AND RETURN
- ☐ PER OUR CONVERSATION
- ☐ PER TELEPHONE CONVERSATION
- ☐ READ AND DESTROY
- ☐ RECOMMENDATION
- ☐ SEE ME
- ☐ SIGNATURE
- ☐ YOUR COMMENT
- ☐ YOUR INFORMATION
- ☐
- ☐ ANSWER OR ACKNOWLEDGE ON OR BEFORE _____
- ☐ PREPARE REPLY FOR THE SIGNATURE OF _____

REMARKS

Should I cover in this memo & letter?

Thx.

mmj

FROM	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10

NAME/TITLE	CORR. SYMBOL	BUILDING, ROOM, ETC.
N	TELEPHONE	DATE

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2/23/73

ROUTING AND TRANSMITTAL SLIP		ACTION
1 TO (Name, office symbol or location)	INITIALS	CIRCULATE
N	DATE	COORDINATION
2	INITIALS	FILE
ALI	DATE	INFORMATION
3	INITIALS	NOTE AND RETURN
LS	DATE	PER CONVERSATION
4	INITIALS	SEE ME
L	DATE	SIGNATURE

REMARKS

Do NOT use this form as a RECORD of approvals, concurrences, disapprovals, clearances, and similar actions.

FROM (Name, office symbol or location)	DATE
ROBERT J. YOCK	PHONE 4947

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